

Instructions for Submitting an Application for FirstGov Certified Partner Status

Step 1. Complete the application by inserting your organization's name in the space allotted on page 1 for applicant.

Step 2. Your authorized representative must affix a physical signature and contact information on page 3 in the space provided.

Step 3. Complete the FirstGov Applicant Contact/Profile Information Sheet on page 4.

Step 4. Fax the entire application to FirstGov (Fax #: 202-634-0099) or mail to:

FirstGov, 750 Seventeenth Street N. W., Suite 200, Washington, D. C. 20006.

If you have any questions, please contact the FirstGov partners program at

FirstGov.partners@gsa.gov

Application for FirstGov Certified Partner Status

Applicant _____ requests that it be granted status as a FirstGov Certified Partner (FGCP). In requesting this status, Applicant agrees that if granted this status it will comply with the following conditions for access and use of the FirstGov search engine:

1. INTEGRITY: must use the government information “as is”

The information returned from any query must not be altered substantively. The formatting of the record may be modified to conform with any portal’s desired appearance as part of a user interface (such as bolding, color changes, fonts, etc.) but the actual text of the locator record returned must not be edited. It can be combined with content obtained from other sources. However, where appropriate to preserve integrity and authenticity, it should state that federal government information has been combined with other information or presented in a different format. Examples of violation of this principle would be inclusion of a vendor in a query result set that is promoted to the top of the relevancy list, as a result of “purchasing relevance.” Again, the FirstGov Board of Directors will provide the final decision with regard to what constitutes maintaining integrity, authenticity of the source information and the definition of the specific boundaries of integrity.

2. FREE ACCESS: must provide uninterrupted free access

No portal may include any direct costs to access FirstGov service, such as subscription, membership, per use fees, or any other similar kinds of direct charges. In other words, it is permissible to charge membership fees, however, additional charges to access federal government information are not allowed. Further, this prohibition extends to *indirect* access fees that users may experience, such as intrusive or overwhelming advertising. Examples of intrusive advertising would be multiple or rotating banners that overwhelm the site. Advertising is allowed on all pages except search results pages; framed pages around federal government websites are expressly forbidden. FirstGov Certified Partners will include the use of clear and conspicuous disclaimers, to inform visitors that the federal government does not endorse any commercial product, service, or message contained on or linked to the FirstGov Certified Partners’ site. Examples of acceptable advertising would be a single, standard 480 x 60 banner or two identical banners at the top and bottom of the search return pages.

3. PRIVACY: must not track individual actions on the site

No portal may track any personally identifiable information about a visitor's movements to or through government information. No Portal may associate non-personally identifiable information to or through the federal government information with a visitor's personally identifiable information, except in a rare case if required by law. This prohibition includes tracking a user's clickstream individually, tracking individual search terms, tracking personal IP addresses, requiring additional login procedures, etc. Portals may only track visitors anonymously and may only maintain such data in aggregated form. The use of aggregate information can be for the purposes of improving the product offering or compiling statistics on FirstGov uses. Policies for opt-in personal tracking (such as the use of cookies to present a personalized FirstGov experience) may be discussed; however, privacy issues will be given the strictest protection. Every Certified Partner must have clear and conspicuous privacy statements available on their websites. Internet security tools must be utilized.

4. POSITIONING: not associated with inappropriate content

No portal associating federal government information in an inappropriate context or content will be granted Certified Partner status. Examples of inappropriate content would be those that violate U.S. Government laws such as civil rights, gender or age discrimination; illegal activities; child pornography or any other lewd or malicious positioning. Online users could have additional browser controls to substantially control the objectionable content at their own discretion.

5. ATTRIBUTION: must attribute to the U.S. Government

The source of the search returns must be noted as resulting from the U.S. Government.

6. ACCESSIBLE: must comply with Section 508

All aspects of the user interface with regard to FirstGov services must comply with the Federal Rehabilitation Act (Section 508). This provision ensures effective access to federal information on the Internet by persons with disabilities. GSA will provide additional guidance on meeting accessibility requirements, as it becomes available. Certified Partners will not be responsible for the compliance of U. S. Government websites.

7. **FEEDBACK CHANNELS:** establish methods for user feedback

Each partner will be expected to create a mechanism to allow for user feedback to be returned to FirstGov. Such information should be returned in aggregate form (commensurate with the privacy principles as outlined above) but open communication is encouraged. The express purpose of soliciting feedback is to improve and enhance services provided through FirstGov and by Federal agencies.

Applicant further acknowledges that the FirstGov search engine is owned and operated by Fed-Search, a private non-profit organization using search technology licensed from Inktomi. Upon certification as a FGCP, the FGCP must enter into an agreement with Fed-Search concerning the schedule of fees covering the cost of access to the search engine and any non-disclosure agreements necessary to establish an appropriate interface with the search engine. Fed-Search will not grant access to its search engine without certification from FirstGov.

Applicant further acknowledges that its status as a FGCP may be withdrawn by FirstGov, acting by and through the General Services Administration, for failure to abide by the terms of this agreement, or for failure to abide by the terms of its agreement with Fed-Search. Applicant agrees that certification and withdrawal of certification is a discretionary act (as defined by 28 USC 2680) of FirstGov, acting by and through the General Services Administration. FirstGov reserves the right to modify this agreement. Modifications will be acknowledged by the Applicant in writing.

Applicant represents that it has not been convicted of a felony nor is it currently on the List of Parties Excluded From Federal Procurement and Non-Procurement Programs (<http://epls.arnet.gov/>). *

Applicant warrants that the person signing below has the authority to sign this agreement and bind its principal to these terms.

Signature and Contact Information

Action taken by FirstGov Project Team:
This application for certification is

☐ Approved

☐ Disapproved

Authorized FirstGov Representative and Contact Information

* This representation is not required for state, local, or tribal governments.

FirstGov Applicant Contact/Profile Information Sheet (revised 11/8/00)

1. Company Information

Company Name:

Company URL Address:

Company Postal Address:

2. Administrative Contact Information

Administrative Contact's Name:

Administrative Contact's Telephone Number:

Administrative Contact's Fax Number:

Administrative Contact's E-mail Address:

3. Technical Contact Information

Technical Contact's Name:

Technical Contact's Telephone Number:

Technical Contact's Fax Number:

Technical Contact's E-mail Address:

4. URL address of web page where you intend to install FirstGov: _____

5. Please **check one** U. S. Entity ____ Non- U. S. Entity ____

6. Please **check one, if applicable.** Federal Govt. ____ State Govt. ____ Local Govt. ____

7. **Type of Partnership** (Please select the category that best describes your company.)

- | | |
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| A. Banking and Finance | M. Legal and Regulatory |
| B. Computer Hardware and Electronics | N. Medical Sector |
| C. Computer Software | O. Natural Resources |
| D. Construction and Real Estate | P. News and Publishing Services |
| E. Consulting and Related Services | Q. Non-Profit Organization |
| F. Consumer Goods | R. Online Services |
| G. Defense Industry | S. Telecommunications |
| H. Education and Training | T. Trade Association |
| I. Energy Sector | U. Transportation and Distribution |
| J. Environmental Technologies | V. Web Page Development |
| K. Food Sector and Agribusiness | W. Wireless Communications |
| L. Internet Service Provider | X. Other: _____ |